

OREGON PUBLIC ASSISTANCE ADMINISTRATION

A. Subgrantee approval

1. **Oregon Emergency Management Infrastructure Contract** – (Also referred to as the *State Public Assistance Contract*) Upon approval of the applicants' Request for Public Assistance application, the State (OEM) will send the applicant a notification packet, containing the State Public Assistance Contract and notifying the applicant of their application for FEMA Public Assistance. By entering into this agreement with the State (OEM), an applicant becomes a subgrantee. The applicant must sign and submit this contract to the State before payments can be made to the applicant.
2. **The State will notify the applicant** when its project application is prepared and ready for signature. Each applicant will receive the following material either at the applicants briefing or the Kickoff meeting, which consists of the following forms;
 1. Disaster Fact Sheet
 2. State Infrastructure Contract
 3. Request for Public Assistance (*RPA*)
 4. PNP Facility Questionnaire – use if applicable
 5. Project Worksheet
 6. FEMA Summary Forms
 7. Special Consideration questions
 8. Insurance Fact Sheet
 9. Applicant Checklist
3. **Project Application** – Once the Project Worksheets are approved by FEMA, the State will be responsible for the final processing and distribution of the project application and for initiating payments according to the section below.

B. Grant Approval and Project Funding

- a. **Grant Approval** – the applicant must sign The OEM Infrastructure Contract before subgrant approval can be made. An approved Project Worksheet(s) will be the basis for issuing subgrants to eligible subgrantees in accordance with the cost sharing provision established in the FEMA-State Agreement. The Financial Coordinator will oversee, administer and document the grant approval process.
- b. **Subgrant Approval** – After the Project Worksheet(s) are approved by FEMA, applicants will be notified of approval by letter which includes:
 - i. A cover letter explaining conditions and time frames of the approved PW
 - ii. The approved Project Worksheet
 - iii. A Payment Request Form
 - iv. State Treasure enrollment form-for electronic transfers
 - v. The Project Completion and Certification Report (P.4)
 - vi. Statement of Documentation (SOD), (Large Projects only)

1. **Small Projects** – Approved projects estimated to be less than the large project threshold amount established by FEMA are considered small projects. FEMA will adjust this amount annually to reflect changes in the Consumer Price Index for all urban consumers. Funding for small projects will be based on the federal share of the Project Worksheet estimate. The state will disburse funds to the applicant after FEMA approves and obligates the Project Worksheet and when the applicant has submitted a Payment Request Form for the Small Project Worksheet. Note: On small projects, detailed costs documents are not required to be submitted to the state. The applicant must keep all cost documents on file, and claim actual amount(s) on the Project Completion from (P.4). If the applicant spends less than amount approved by FEMA, the amount to be paid will not be reduced to match actual costs. However, if the applicant incurs a significant cost overrun for all small projects, the applicant may apply for additional funding in accordance with section H - Cost Overruns.
2. **Large Projects** – Approved projects estimated to be equal to or greater than the large project threshold amount are considered large projects. This amount will be adjusted annually as indicated in the paragraph above. Funding for large projects will be based on the federally set cost share for the actual eligible cost, as verified through a review of the project's cost documents, with a Project Worksheet version listing the actual eligible amount. Approved funding will be obligated to the State following FEMA's approval of the Project Worksheet. Upon completion of the approved work, the subgrantee must submit a completed Statement of Documentation (SOD), showing a summary of expenditures and a Request for Payment. After review by the SPAO and or the Recovery Services Financial Coordinator, the balance of the remaining funds will be disbursed to the applicant.

The state will hold all administrative monies for applicants with large projects. Once FEMA has approved the final eligible costs, the State will release administrative monies to the applicant.

- a. **Partial Payments Large Projects** – An applicant may request partial payment(s) on an approved large Project Worksheet(s), by submitting detailed backup of cost incurred to date, up to the total PW amount, which will be paid at the discretion of the PAO. The applicant must submit a Payment Request form to the State indicating the amount of the request and attach all documentation that substantiates the claim.

C. Administrative Allowance

The Administrative allowance is calculated on a percentage of the total eligible costs that are approved for the subgrantee. The allowance covers direct and indirect costs incurred in requesting, obtaining and administering Public Assistance. Activities that the allowance is intended to cover include:

- a. Identifying damage
- b. Attending Applicant's Briefing
- c. Completing forms

